



# UNITED STATES DISTRICT COURT District of New Mexico

Honorable William P. Johnson, Chief Judge  
Mitchell R. Elfers, Clerk of Court

## Office of the Clerk

333 Lomas Blvd. NW, Suite 270, Albuquerque, NM 87102

Telephone: 505-348-2000

## NOTICE OF JOB OPPORTUNITY

Vacancy Announcement #: 23-ABQ/CS-1

<b>ANNOUNCEMENT DATE:</b>	<b>April 24, 2023</b>
<b>CLOSING DATE:</b>	<b>Open Until Filled</b> <i>Preference given to applications received by <b>May 8</b></i>
<b>POSITION:</b>	<b>Jury Specialist</b>
<b>STARTING LEVEL/SALARY:</b>	<b>CL 24/Step 1 to CL 25/Step 61</b> <b>\$41,769 to \$74,991 Annual</b> , <i>Depending on Qualifications</i> CL 25 Target Grade
<b>LOCATION:</b>	<b>Albuquerque, New Mexico</b>

### POSITION OVERVIEW

The Jury Specialist performs administrative and customer service work to coordinate and prepare qualified jurors for jury selection, in accordance with approved internal controls, procedures, and rules. The incumbent assists in the jury process from beginning to end to ensure the court's policies are carried out appropriately, while maintaining the accuracy and integrity of the jury management system. The Jury Specialist assists in ensuring efficient and fair operations related to the summoning, qualification, selection, orientation, management, and payment of jurors for petit and grand juries.

### REPRESENTATIVE DUTIES & RESPONSIBILITIES

- ◆ Prepare and mail term and summons notices. Process returned questionnaires, including data entry and preparation of excusal letters. Process payments and reimbursements for jurors and prepare attendance certificates.
- ◆ Operate the court's Jury Management System (JMS) and other automated systems. Perform quality checks on data entry and make appropriate corrections.
- ◆ Maintain and update the inbound and outbound telephone calls through use of interactive voice response system for summoned jurors.

- ◆ Resolve routine juror candidate requests for deferral, waiver, or special needs. Prepare "failure to appear" letters and reschedule or advise jury administrator on non-compliant jurors.
- ◆ Check in jurors, conduct juror orientation, and assist jurors with their logistical needs. Prepare and direct juries to the appropriate courtroom.
- ◆ Work with and coordinate jury activity with chambers and Clerk's Office staff, U.S. Marshals Service, U.S. Attorney's Office, and other groups to ensure the smooth operation of high-profile or protracted jury trials.
- ◆ Serve as a liaison for the jury administrator with other agencies, outside vendors, and local building management as requested.
- ◆ Perform other related duties, as assigned.

### **MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS**

To qualify for this position, must have a minimum of one year of specialized experience as below. Two or more years is preferred and will be used to qualify candidate for higher pay rate. Prior experience in a court or legal setting is preferred.

#### **Specialized Experience**

Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws, and involve the routine use of specialized terminology and automation for word processing, data entry or report generation. Such experience is commonly encountered in law offices, banks, educational institutions, etc.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- ◆ Knowledge of (or ability to learn): local court rules, procedures, and forms; legal terminology and the processes used for court calendars and dockets; local jury plan, administrative directives, and policies and procedures regarding the administration of jury panels, as well as the rights and responsibilities of jurors.
- ◆ Skill in preparing documents and compiling data using applicable software and databases. Skill in using office equipment (telephones, copiers, fax machines, scanners, etc.) needed to perform the job. Skill in ensuring the accuracy and integrity of the jury administration system and all data related to jurors and candidates.
- ◆ Ability to coordinate with other court staff and outside agencies to perform duties needed to manage high profile jurors. Ability to prepare and orient jury candidates efficiently and effectively, according to the needs of the judge and the court. Ability to plan and manage own time.
- ◆ Ability to become familiar with and comply with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

- ◆ Ability to communicate effectively (orally and in writing) to individuals and groups to provide information and conduct orientations, including speaking before groups of jurors. Ability to interact appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules, and procedures regarding jury administration. Ability to work well with others.

## **CONDITIONS OF EMPLOYMENT**

- ◆ Employees must be United States Citizens or eligible to work in the United States.
- ◆ Employees of the United States District Court are Excepted Service appointments; Excepted Service appointments are “at will” and can be terminated with or without cause by the court.
- ◆ Employees are required to adhere to a Code of Ethics and Conduct.
- ◆ Selectees are subject to an FBI fingerprint check or investigation and may be subject to periodic updates. An individual may be hired provisionally pending successful completion of the necessary records checks.
- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ This position is subject to EFT (direct deposit of salary earnings).

## **BENEFITS**

- ◆ **Paid Time Off:** Minimum of 11 paid holidays; annual leave, 13–26 days/year based on length of service; sick leave, 13 days/year
- ◆ **Insurance:** Choice of Federal Employees Health Benefits plans, including dental and vision insurance; Federal Employees Group Life Insurance; flexible benefits program
- ◆ **Work/Life balance:** Potential for occasional telework; Paid Parental Leave, 12 weeks after one year of service; onsite gym
- ◆ **Retirement:** FERS annuity, Thrift Savings Plan with government match, Social Security

## **APPLICATION INFORMATION**

To apply, submit a **cover letter, résumé with three references** and an **AO-78 \* (Federal Judicial Branch Application for Employment)** by email to [usdcjobs@nmd.uscourts.gov](mailto:usdcjobs@nmd.uscourts.gov).

\*The AO-78 can be downloaded at <https://www.nmd.uscourts.gov/employment>.

PLEASE INCLUDE “JURY SPECIALIST” IN THE SUBJECT LINE

Applications **must** be submitted in ONE PDF document.

Illegible or incomplete applications may result in loss of consideration for the position. ZIP files and links to file sharing services (DropBox, OneDrive, etc.) will not be accepted. PDF size is limited to 10 MB. Documents that cannot be downloaded by the court cannot be considered.

*Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted. Initial interviews may be conducted remotely via videoconference; travel for any in-person interviews will be at applicant's expense. The U.S. District Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may select a candidate from the original qualified applicant pool.*

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**